

11 FEB 1973

MEMORANDUM FOR: Head, ORD Career Service

THROUGH: Chairman, ORD Special Panel

SUBJECT: 25X1A9a **Recommendation for Promotion,**
[REDACTED]

25X1A9a

1. [REDACTED] has served as an Administrative Assistant to the Support Staff since 1968. During this period she has kept that Staff on its course by her well founded knowledge of general and Office administrative procedures. Although not given the title of Personnel Officer, she has largely been responsible for most of the personnel functions and has truly served as a personnel counselor for all ORD personnel. As a collateral duty she has assumed the function of Training Officer for the Office. As Recording Secretary of the Career Service Panel, she has done a masterful job in preparing agenda and produces accurate, factual minutes of the Panel's proceedings. Her total effort in this area has been of extreme value to the Chairman and to all members of the Panel.

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2. [REDACTED] in every task she performs, turns in an exceptional performance and does so in a quiet, orderly manner with enthusiasm and loyalty to all personnel concerned. She strives to keep abreast of changes in policies and procedures as they may affect her duties, and she seeks and suggests new methods which will make for a better performance of the Staff. She anticipates requirements and her solutions to problems are based upon a sound knowledge of basic facts tempered with good judgment.

ADMINISTRATIVE

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SUBJECT: Recommendation for Promotion, [REDACTED]

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3. In view of [REDACTED] sustained excellent performance of duties valued at a level higher than her present grade and the expectation that this pattern will continue, it is recommended that she be promoted to GS-9.

[REDACTED]

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Chief, Support Staff
Office of Research and Development

RECOMMEND APPROVAL:

25X1A9a

[REDACTED]

Chairman, Special Panel, CSIP

14 FEB 1973

Date

APPROVAL:

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[REDACTED]

Director of Research and Development

Date

[REDACTED]

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